

Qualifying Life Events The purpose of this guide is to help you navigate Workday to make changes to your benefits coverage outside of open enrollment but within the plan year. If you or your family has experienced a Qualifying Life Event, you have 31 days from the date of the event to make changes to your benefits coverage. Please note that you must submit required documentation to support certain life events.

WORKDAY TERMS AND SYMBOLS

Home Page:

This is the main landing page of Workday that houses all of the icons you will use to access Workday features such as Absence, Pay, Benefits and more.

Inbox:



Accessible on the left side of your Workday dashboard or in the top right corner of any Workday screen, this is where you will find all of your messages and task notifications.

Task:

An item that has been assigned to your Workday inbox for you to complete.

Prompt:



This is an icon that looks like a tiny bulleted list. You can click this button to expand it, and it will give you a list of options.

Plus:



You can use this symbol to add more line items, such as if you wanted to add multiple dependents or beneficiaries.

Minus:



Use this symbol to delete line items such as deleting beneficiaries.

Edit:



The pencil allows you to make edits to the assigned field.

Applications:

These are blue thumbnails on the Workday home page that represent Workday icon features like Time, Pay, Benefits, Personal Information and more.



Pay



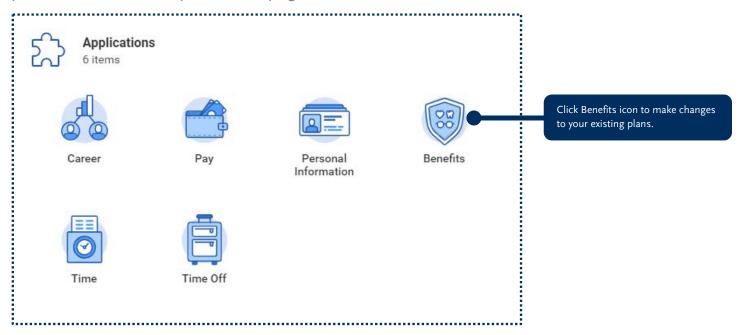
Personal Information



Benefits

QUALIFYING LIFE EVENT CHANGES

The choices you make when you first become eligible will remain in effect for the remainder of the year. Once you are enrolled, you must wait until the next open enrollment period to change your benefits or add or remove coverage for dependents unless you have a qualified change in family status defined by the IRS. To make a qualified life event change in Workday, click on your Benefits icon on your home page.



CHANGE BENEFITS ELECTIONS



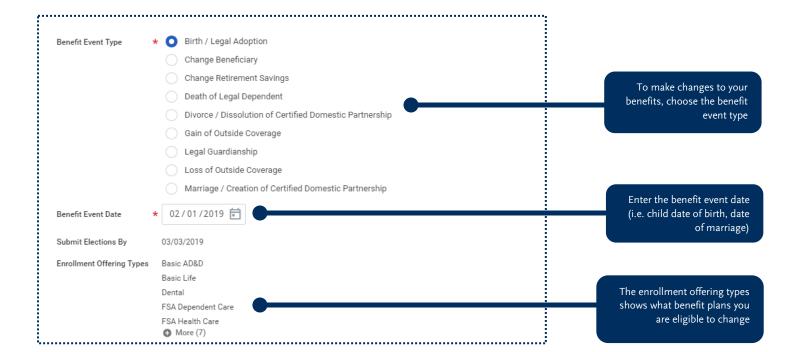
Help text will appear at the top of the screen. You will be required to submit documentation to support certain life events.

> Medical Insurance Opt-Out instructions are included.

Change Benefits

Medical Insurance Opt-Out
As part of your life event, if you are choosing to also opt-out of medical insurance, you must also attach on this page the following:

- Completed Medical Waiver form found on the Benefits Eligibility section on the <u>Benefits Website</u>
 Attach document that shows proof of other coverage



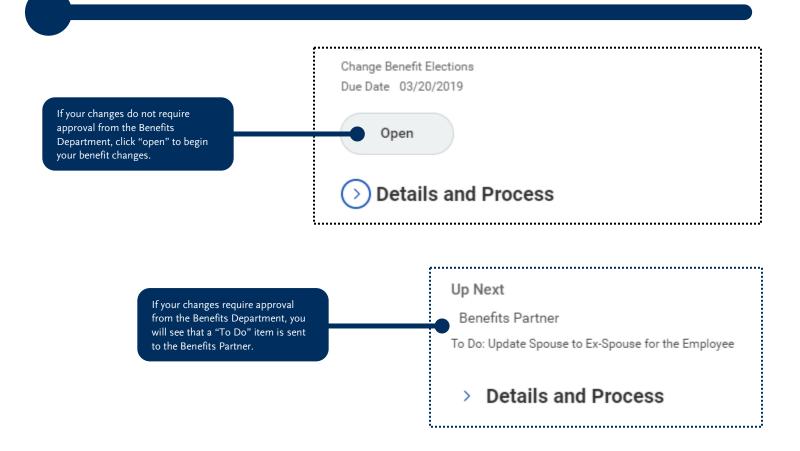
If your benefit change requires proof of documentation, you will need to attach the file here.

As you complete your benefit changes, be sure to click Submit when finished. The task will not be processed if Submit is not selected.

If you miss a field you will not be allowed to move forward.

Some life events may need an approval from the Benefits Department in order for you to continue with your benefit changes.



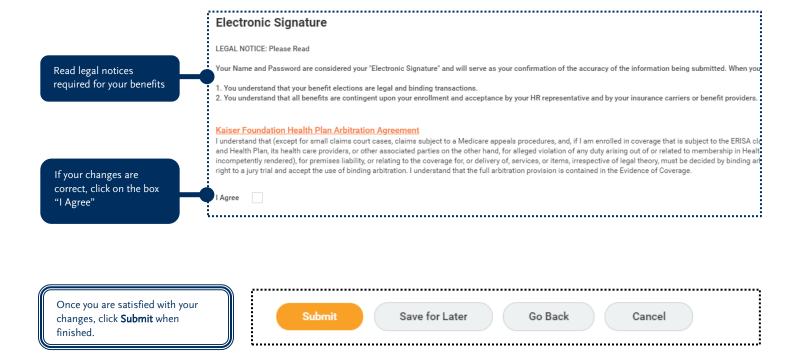


Once the Benefits Department approves your changes, you will receive an in-box item in Workday to complete your benefit elections. Here you will make your benefit changes to your benefit plans. You may add or drop qualified dependents. Please refer to the quick reference sheet on how to add a dependent here. If you need to drop a dependent, simply click on the prompt icon and click on the "X" to delete the existing dependent.



BENEFIT ELECTIONS REVIEW

Once you've made changes to your benefit plans, you will need to review and approve your changes. This is the summary of your benefits. Review it carefully to confirm that these are the changes that you want. If you wish to make any changes, simply click on the "Go Back" button at the bottom of the page and make your changes. After you reviewed your elections, complete the remaining steps below:



Your benefit changes will be sent to the Benefits Department for review and approval. Please review your elections to ensure correct enrollment including dependents that you've added or dropped. Keep in mind that you have 31 days from the date of your qualifying life event to ensure that your changes are accurate.